



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 20.49-DOE

Subject: Medical Information Surrendered Upon Release

supersedes: DYD 12.50.11

Approved by:

Effective date:

07/01/1990

Authority:

TCA 37-5-106

ACA Standard:

None

I. APPLICATION: To all Juvenile Programs.

II. POLICY: It is the policy of the Department of Children's Services that prior to the release of a student, the parent, guardian, surrogate, and local education agency, when appropriate, will be notified in writing the medical needs the student and the availability of the student's medical records for the treating physician. Necessary arrangements and referrals will be made in the community so that appropriate treatment may continue once the student is released.

III. PROCEDURE:

- A. Prior to the release of a student from a facility, a letter will be mailed to the student's parent(s), guardian, and surrogate when one is required by law, and probation officer who will forward to the local education agency, when indicated, notifying them of the following:
 - 1. Identifying any special medical needs of the student;
 - 2. Stating that the medical records of the student will be available upon request for use by the treating physician;
 - 3. Stating that any medical disability relating to the formulation of the IEP at the local level has been included in the student's education records.
- B. In addition to the letter, the officer will assess, prior to the release of a student from a facility, the available sources of medical care in the community and make the necessary referrals or arrangements with the medical sources for the purpose of providing on-going treatment begun at the facility and to meet previously identified medical needs. If no medical resource exists in the community capable of

providing services to meet the identified medical needs, referral will be made to an appropriate community agency (e.g., Department of Human Services).

IV. FORMS: None

**(Note: This Policy Cannot Be Revised Without Prior Permission
of Chancery Court, Davidson County, Nashville, Tennessee.)**